
FIRE FACT NO. 005 CHECKLIST(s): ALL
TITLE : FACILITY FIRE SAFETY NOTEBOOK
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Facility Fire Safety Notebook – Index

One of the most important safety issues facing facility owners and operators is the testing and documentation of the required and supplemental safety systems in their buldings.

The Kansas Buildings Fire Safety Handbook emphasizes the importance of this testing and documentation. It is verified by field inspectors and required by the enforcement of this code document.

The proper and efficient accumulation of drill records, maintenance and testing of equipment, alarms, emergency lighting, fire extinguishers, automatic sprinklers, and suppression systems has come to the forefront of the inspection process. This record gathering allows for a quick and easy overview of how the facility performs and maintains fire safety standards for the public occupancy of their buildings.

In an effort to simplify this system and to provide more consistent maintenance of record gathering the Kansas State Fire Marshal's Office is providing an index to be used as a guide for the formatting of the Facility Fire Safety Notebook.

This index is to be placed in the front of the central Facility Fire Safety Notebook and will provide an organized and efficient means for record maintenance. This will also allow for quick overview by the inspectors during field reviews. The facility will be able to exhibit their efforts toward year round compliance and adherence to required fire safety standards.

We believe this system will assist the record gathering process that encompasses the facility, the inspectors, and enforcement. The end result being the proper retention of the required documentation and the the compliance of facilities to the highest level of fire safety for the public occupancy and assembly of the citizens of Kansas.



Kansas State Fire Marshal Prevention Division

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FACILITY FIRE SAFETY NOTEBOOK

INDEX

This should be placed in the front of the CENTRAL FIRE SAFETY NOTEBOOK of the facility. Facilities may keep a fire safety notebook for each independent building at each site but shall forward copies of all records to a single CENTRAL FIRE SAFETY NOTEBOOK for easy access and review.

SECTION # 1

Maintenance and testing documentation for emergency lighting, emergency generators, fire alarm and any detection systems, automatic sprinkler systems, standpipe systems, portable fire extinguishers, and commercial cooking suppression systems. **See Fire Fact # 002, 015, 016, 018, 021, 024, 030, 037.**

KANSAS BUILDINGS FIRE SAFETY HANDBOOK ITEMS # 11 - 22 and #56.

SECTION # 2

Fire and tornado drill records - required for childcare and educational facilities.

These records shall be kept for a minimum of five years.

KANSAS BUILDINGS FIRE SAFETY HANDBOOK ITEMS # C-8, E5, E-10, and R-01.

SECTION # 3

Copies of the KSFMO inspection reports and the facility Plan of Corrections from the previous year. This section will include any additional requested documentation from the inspection and all response and approval correspondence.

SECTION # 4

Copies of Emergency Plans for evacuation of large assembly functions, and for occupants with disabilities. **See Fire Fact # 004, 034.**

KANSAS BUILDINGS FIRE SAFETY HANDBOOK ITEMS # A-9, D-7, R-2, R-5.

SECTION # 5

Code Footprint drawings certified by a licensed Kansas design professional for **ALL** new construction projects required by the Kansas Buildings Fire Safety Handbook. This will include any project designed, proposed, under construction, or completed after SEPTEMBER 1, 1997. It will also include copies of all additional required documentation for plan approval to meet fire safety and building code compliance. **See Fire Facts 007, 026, 035.**

KANSAS BUILDINGS FIRE SAFETY HANDBOOK ITEMS # E-01.